



STAFFORD COUNTY PUBLIC SCHOOLS

31 Stafford Avenue

Stafford, Virginia 22554

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____ I-9
____ Direct Deposit

SERVICE EMPLOYMENT APPLICATION

Position(s): _____ Date _____

Applicant's Full Name _____

Other Names Used (include maiden name) _____

Address _____
Street / P. O. Box _____ City _____ State _____ Zip _____

Telephone Number _____ E-mail Address _____

Cell Phone _____ Social Security Number _____

EDUCATIONAL AND PROFESSIONAL PREPARATION

List Schools Attended

EDUCATIONAL LEVEL	NAME AND ADDRESS	DATES ATTENDED (to/from)	YEAR OF GRADUATION	FIELD OF STUDY	DEGREE EARNED
High School					
College					
Additional Courses					
Other Education					

Applicable Skills and Abilities _____

Machines/Equipment you can operate _____

REFERENCES

List three (3) references; include persons with whom you have worked and/or have knowledge of your character, personality, scholarship or employment skills. Please ask these three people to complete an official reference form.

NAME	POSITION	CURRENT MAILING ADDRESS	DAYTIME TELEPHONE

The Stafford County School Board is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, political affiliation, sex, pregnancy, childbirth to related medical conditions, age, marital status, or disability in employment or in the provision of services, programs, or activities. Inquiries regarding non-discrimination should be directed to the Executive Director of Human Resources, Stafford County Public Schools, 31 Stafford Avenue, Stafford, VA 22554. (540) 658-6560. Reasonable accommodation upon request.

1. What do you perceive your role to be in the position for which you have applied?

2. Explain why you have decided to pursue a position with the school division.

3. What in your education or work experience has prepared you for this position?

4. What experiences have you had that would make you an asset to our staff?

5. Briefly describe your personal characteristics which you consider to be strengths.

6. Please provide any additional information you feel would provide a better understanding of your qualifications, goals, objectives, philosophy, etc., that would be of special interest.

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOU ARE APPLYING FOR A PARAPROFESSIONAL POSITION:

1. Explain what you think the paraprofessional role is in the general education classroom and in the Special Education program.

2. Explain why you have decided to pursue this type of position.

3. What experiences have you had that would make you an asset to the school setting?

4. What are your personal feelings about children and their education?

5. Describe your philosophy regarding classroom discipline.

6. Briefly describe your personal characteristics which you consider to be strengths.

7. Please provide any additional information you feel would provide a better understanding of your qualifications, goals, objectives, philosophy, etc., that would be of special interest.

PREVIOUS EMPLOYMENT

List all present and past employment beginning with your most recent experience. Use additional sheet if needed.

EMPLOYER	POSITION	FROM / /	TO / /	___ FT ___ PT
ADDRESS/PHONE	SUPERVISOR	SALARY		REASON FOR LEAVING

EMPLOYER	POSITION	FROM / /	TO / /	___ FT ___ PT
ADDRESS/PHONE	SUPERVISOR	SALARY		REASON FOR LEAVING

EMPLOYER	POSITION	FROM / /	TO / /	___ FT ___ PT
ADDRESS/PHONE	SUPERVISOR	SALARY		REASON FOR LEAVING

EMPLOYER	POSITION	FROM / /	TO / /	___ FT ___ PT
ADDRESS/PHONE	SUPERVISOR	SALARY		REASON FOR LEAVING

EMPLOYER	POSITION	FROM / /	TO / /	___ FT ___ PT
ADDRESS/PHONE	SUPERVISOR	SALARY		REASON FOR LEAVING

PERSONAL DATA

1. Have you ever been convicted of a crime other than a minor traffic violation? () Yes () No
2. Have you ever been convicted of a felony, a crime of moral turpitude, or any offense involving the sexual molestation, physical or sexual abuse or rape of a child? () Yes () No
3. Have you ever been the subject of a founded case of child abuse and neglect? () Yes () No
4. Have you ever been discharged or asked to resign from a position? () Yes () No
5. Are any criminal charges or proceedings pending against you? () Yes () No

NOTE: If the answer to any of the above questions is yes, please give details.

Are you legally eligible for employment in the United States?

() Yes () No

If presently employed, why do you wish to change?

My signature below authorizes the school division to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, child abuse or neglect investigations/records, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school division and the reference source from any liability in connection with its release or use. [Exception: If I am denied employment because of information obtained from a criminal records check I shall be provided with a copy of the information obtained from the Central Criminal Records Exchange.]

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school division.

Signature of Applicant _____

Date _____